



USAID | EL SALVADOR

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051924R10012

ISSUANCE DATE: January 29, 2024

CLOSING DATE/TIME: February 9, 2024/11:59 PM
El Salvador time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
(CCNPSC - Local Compensation Plan)

TITLE: Project Management Specialist (Democracy and Governance)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sara Mohy Suliman Digitally signed by
Sara Mohy Suliman
Date: 2024.01.23
13:34:59 -06'00'

Sara Suliman
Contracting Officer

U.S. Agency for International Development
Mission to El Salvador
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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051924R10012

2. ISSUANCE DATE: January 29, 2024

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: February 9, 2024/11:59 PM El Salvador time

4. POINT OF CONTACT: Executive Office
USAID / El Salvador
e-mail: ssvacancies@usaid.gov

5. POSITION TITLE: Project Management Specialist (Democracy and Governance)

6. MARKET VALUE: \$45,073.00 - \$72,124.00 equivalent to FSN-11.

In accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

8. PLACE OF PERFORMANCE: USAID/El Salvador with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**1) General Statement of Purpose of the Contract**

The Project Management Specialist position is located within the USAID/El Salvador Democracy and Governance Office and reports directly to the senior Project Management Specialist (Public Service Provision), FSN-12.

The Project Management Specialist serves as a technical expert for Government Accountability and Service Provision and related activities. Government Accountability and Service Provision programming includes activities focused on fiscal transparency, anti-corruption, public financial management, public services provision, open data, independent media, and other activities. The position is located within the Office of Democracy and Governance, which manages a portfolio covering support for civil society, service delivery, and elections. The position reports to the Public Service Team Lead of the Democracy and Governance Office.

2) Statement of Duties to be Performed

USAID Project Management Specialist positions administer development assistance projects (through contract, cooperative agreement, or grants) to ensure that objectives are achieved in accordance with financial, timing, and other considerations embodied in the project. Such duties often entail coordination with other technical and support offices to execute in a fully effective manner.

The following duties broadly cover the range of duties and continuing responsibilities for the position titled Project Management Specialist:

1. Contract, Cooperative Agreement, and Grant Administration - Technical Liaison and Direction, Substantial Involvement, and Activity Management 25%

- Serve as the technical liaison between the Contracting Officer (CO) and contractor(s), the Agreement Officer and grantee(s), and/or Activity Manager (AM) in support of the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR).
- Provide technical direction/guidance within the scope of awards managed, designated roles (AOR/COR/AM), and authorities. This includes overseeing compliance with all award terms and conditions, and applicable Agency policies and regulations.
- Establish and maintain routine communication with the alternate AOR/COR/AM, as applicable, and provide updates on award performance and activities to ensure continuity of oversight and support for projects.

2. Applied Technical and Advisory Support – Technical Expertise, Strategy Development, and Project Design 20%

- Applied Technical Expertise in the position's functional/subject area to support project, program, portfolio, and broader Mission and/or Agency objectives.
- Engagement in Planning and Strategy Development, to include the preparation and compiling of performance and reporting documents such as Country and Regional Strategies, Operational Plans, Performance Reports, and supporting activities, as applicable.

- Engagement in the Project Design process and supporting activities to operationalize the Mission's development strategies.

3. Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting 20%

- Monitor implementer performance and verifies that it conforms to the technical requirements and quality standards agreed to in the terms of any given award. Performs site visits to gather data and verify progress toward project objectives.
- Obtain project data, provides input into Agency repositories, and performs the Analysis of information to assess implementer performance, and advance broader Mission objectives.
- Draft, author, edit, review, and update documentation for project and other relevant administrative reporting on activities. This includes the preparation of internal documents (various memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations, and in support of general administrative and collaboration, learning, and adapting activities.
- Develop performance monitoring plans, oversee their implementation, conduct evaluations and perform reporting in support of designated programs/projects, as well as the broader office portfolio.

4. Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement 20%

- Represent the Agency to key stakeholders, manage information flows, and inform decision makers to achieve objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey Agency standards, policies, and priorities.
- Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position.

5. Financial Management - Budget Tracking, Financial Oversight, and Administrative Controls 15%

- Monitor the financial status of the award on a regular basis, including quarterly accruals and incremental funding, to ensure award compliance with Agency regulations for financial management.
- Review award recipient requests for payments or financial reports and provide or deny your administrative approval.
- Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position's purview, are followed and that activities maintain compliance.
- File Management - File Documentation, Upkeep, Retention, Disposition, and Collaboration: Establish and maintain AOR/COR/AM files to Agency standards and

use mandated electronic storage applications for document retention. This also includes maintaining records of all monitoring and oversight, site visits, correspondence with grantees/contractors, and all other relevant actions taken in an AOR, COR, and/or Activity Manager role.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3) Supervisory Relationship

- a) **Supervision Received:** The position is supervised by the Senior Project Management Specialist (Public Service Provision) in the Democracy and Governance Office.
- b) **Supervision Exercised:** The position is non-supervisory.

10. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A minimum of a Bachelor's Degree in social or political science, law, journalism, public or international affairs, or economics is required. **(Copy of degree is required)**
- b) **Prior Work Experience:** A minimum of five (5) years of professional work experience in managing, analyzing, and coordinating programs in the field of democracy and governance, including service delivery and/or public finance management, is required.
- c) **Language Proficiency:** Level IV in written/spoken English and Spanish is required.
- d) **Job Knowledge:** The incumbent must be able to understand and apply Agency policies, USG regulations, and consistently follow through on routine procedures for the performance of duties and responsibilities. Functional knowledge required for this position includes: project/program design, project/program management, activity/project implementation, monitoring and evaluation, budgeting, risk management, formal communications, stakeholder engagement, organization of files and records, and ethics.

The incumbent must also have a comprehensive knowledge of the concepts, principles, techniques and practices aimed at promoting government transparency, accountability, and responsiveness. The job holder should have a solid knowledge of the key actors in El Salvador, from civil society organizations to private businesses to public institutions,

which have an important role in promoting open, accountable governance, as well as a strong understanding of El Salvador's political landscape and how it relates to democracy and governance. (This may be tested).

- e) **Skills and Abilities:** The ability to work as a member of a team in a culturally diverse environment is required. The incumbent must be able to work diplomatically and effectively under pressure, with the ability to multi-task in the performance of daily activities and responsibilities. Strong communication abilities (written and verbal), facilitation, and interpersonal skills are required. Professional level proficiency in business applications for word processing, spreadsheets, and other standard office software. The ability to organize and analyze data/information, and independently author routine memoranda, extensive reports and deliver presentations on highly technical subject matters, is mandatory. (This may be tested).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (35%)

Job Knowledge (35%)

Skills and Abilities (30%)

3. As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.

4. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
5. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
6. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered: **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 form **IN ENGLISH** to ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the required degree.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is

available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)